



## **AMBERLEY PARISH COUNCIL**

### **RISK ASSESSMENT – Updated March 2024**

<b>Parish Council land and property</b>	<b>RISKS:</b>				<b>MITIGATE BY:</b>
	<b>Trespass</b>	<b>Total loss of property</b>	<b>Damage to property</b>	<b>Injury</b>	
Recreation Ground, including benches	N/A	Low	Low	Very low	Insurance, maintenance, regular inspections by councillors.
Ham Piece, Amberley Wildbrooks	N/A	Low	Low	Very low	Insurance, inspections by councillors.
Bus shelter at Hurst Cottages & The Square	N/A	Low	Medium	Very low	Insurance. Regular inspections by councillors, maintenance.
Noticeboards	N/A	Low	Medium	Very low	Insurance. Regular inspections by councillors and Clerk, maintenance.
Playgrounds at Recreation Ground and Hurst Cottages	N/A	Low	Medium	Low	Insurance, annual playground inspections, monthly inspection by clerk, maintenance.
Basketball court at Recreation Ground	N/A	Low	Low	Low	Insurance, annual playground inspections, regular inspections by clerk, maintenance.
Litter Bin – Ruffs Path and Football Field	N/A	Low	Low	Very Low	Insurance, regular inspections by councillors.

Pond and surrounding land, including benches	N/A	Low	Medium	Very low	Insurance. Regular inspections by councillors and Pond warden, maintenance.
Car Park	N/A	Medium	Medium	Medium	Insurance. CCTV camera. Regular inspection by clerk and councillors.

Other assets	RISKS:					MITIGATE BY:
	Total loss of property	Damage	Injury	Loss from premises	Financial loss	
Office equipment	Very low	Very low	Very low	Very low	Low	Insurance. Physical security.
Cash at bank	Low	N/A	N/A	Very low	Very low	Monthly bank reconciliations. Banks' liability insurance.
Admin. records	Very low	Very low	N/A	Very low	Very low	Back-up copies stored to One Drive. Dormant records to archives. Shredding of documents as appropriate.
Tools	Medium	Low	Low	Medium	Low	Insurance Tools kept in locked premises Safety equipment used as appropriate Risk assessment done for each proposed task

Personnel	RISKS:				MITIGATE BY:
	Theft of property	Injury	Financial loss	Libel & Slander	

Clerk	Very low	Very low	Very low	Very low	Insurance, training, safe working conditions. Standing Orders and Financial Regulations, reviewed regularly, annual audit.
Councillors	Very low	Very low	Very low	Very low	Insurance, training, Code of Conduct. Standing Orders and Financial Regulations, reviewed regularly.

Operations	RISKS:					MITIGATE BY:
	Total loss of property	Damage	Loss from premises	Injury	Financial loss	
Grounds maintenance	N/A	Very low	N/A	Low	N/A	Contracting out where financially possible. Checking annually that contractors (where used) have insurance. If completed by Councillor/volunteer, risk assessment carried out, all necessary health and safety measures undertaken.
Routine repairs	Low	Low	Low	Low	Low	Contracting out. Using approved or known contractors who are insured. If completed by Councillor/volunteer, risk assessment carried out, all necessary health and safety measures undertaken.
Major projects	Low	Low	Low	Low	Low	Contracting out. Using approved or known contractors who are insured. Checking competence of contractors and appointing committee to monitor progress. Standing Orders.

Financial activities	N/A	N/A	N/A	N/A	Very low	Insurance. Standing Orders and Financial Regulations, reviewed regularly. Financial reporting to meetings. Monthly bank reconciliations signed bi-monthly at PC meetings. Internal and external audits. No petty cash kept. Clerk can make BACS payments up to £150 full details shown on financial report prepared for meetings. One councillor to authorise BACS payment/sign cheques up to £250 and two councillors for BACS payment/cheques over £250.
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